



JOB DESCRIPTION

Position Title: **Lieutenant**

Working Area: **EMS/Fire/Rescue**

Class Code: 1113

Non-Exempt

EEO Code: 04

Effective Date: August 30, 2002

Major Function

First line supervisory responsibility in the protection of life and property by combating and extinguishing fires, preventing fire damage, providing emergency medical services, and directing the activities of subordinate personnel engaged in similar activities. Incumbent is assigned to as specific shift or function. Position may be reassigned to meet the operational needs of the Department.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Responds to fire and rescue alarms in a designated area and performs various fire fighting, emergency medical services and rescue activities to protect life and property.

Directs and coordinates firefighting and/or rescue efforts until relieved by a superior officer. Commands a fire station with assigned personnel, equipment and apparatus for effective control of emergency incidents. Prepares, maintains and evaluates records, logs, reports and other information necessary for proper station operations.

Conducts performance evaluations for assigned personnel to include the preparation and presentation of performance evaluations, which determines merit increases, if any. Effectively recommends disciplinary and/or commendatory actions. Prepares and presents first level response to employee appeals and grievances.

Serves, on a rotating basis, as a member of the Department's employee selection committee and provides input for recommendations for hiring.

Supervises company/station operations and maintains for assigned shift. Insures that assigned personnel perform station/equipment maintenance functions in a timely and efficient manner.

Coordinates in-house training for subordinate personnel. Assists assigned personnel with career development.

Assists superiors in planning, research and development of improved operational policies and procedures. Serves on a Countywide or departmental committees as assigned.

Assumes full charge of an assigned Battalion district in the absence of the Battalion Chief, and performs all necessary duties and responsibilities of the Battalion Chief position as assigned.

Performs other duties as assigned, including, but not limited to reassignment or rotation to other responsibilities.



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Minimum Qualifications

Knowledge of principles and practices of fire service operations. Knowledge of geography of Seminole County and in the operation and maintenance of various types of fire apparatus and equipment. Knowledge of EMS/Fire/Rescue Division rules and regulations. Personnel serving in a paramedic capacity must have considerable knowledge in the application of emergency medical treatment services.

Ability to keep abreast of fire protection and suppression techniques. Ability to react quickly and calmly in emergency situations. Ability to lead subordinates effectively and maintain discipline. Ability to exercise sound judgment and impartiality. Ability to communicate effectively both orally and in writing with subordinates and supervisors.

Skilled in the application of emergency medical procedures and first-aid principles and methods.

High School Diploma or GED and three (3) years' experience in fire suppression, prevention of fire damage and/or fire rescue operations.

Must meet Florida State Firefighter Standards Council's rules and regulations for firefighters. Must possess a Certificate of Compliance from an approved State of Florida minimum standards firefighting course.

Must meet and be able to continuously maintain the physical agility requirement as administered by the Department of Public Safety.

Must possess and maintain a valid Emergency Medical Technician I certification.

If authorized to function as a paramedic incumbent must possess and maintain a valid paramedic certification as defined by the State of Florida and the Department of Public Safety.

New hires must have abstained from tobacco use for twelve months prior to application with Seminole County (Florida Statute Section 633.34).

Must pursue and obtain Company Officer's certification according to schedule approved by the Department of Public Safety.

Must possess and maintain a valid Florida Driver's License class "D", non-commercial driver's license.